<DATE>

Dear<PARENT/GUARDIAN NAME>,

Your child has utilized borrowed materials for a limited time from the Georgia Department of Education’s Instructional Materials Center, (GIMC). These materials are now due back to the repository. The GIMC reuses resources for other students throughout Georgia to efficiently utilize both local and state taxpayer monies.  
  
<NAME OF LOCAL SCHOOL DISTRICT> assumed the responsibility for these overdue items in good faith that they would be used and returned in a usable condition. We are asking that you return them to your child’s teacher as soon as possible. We look forward to providing your child with needed future materials from sources like the GIMC and thank you for sharing in our endeavor to provide materials for all students.

<INSERT SIGNATURE>